

Agency Security Contact Responsibilities

Agency Contacts:

Security Contact Authorizer – an agency employee assigned to make changes to the agency contact list.

- Responsible for keeping contact list up-to-date
- Communicates Agency contact list changes to HRMS Central Security
- Appoints back up Security Requestors and ESS Distribution contacts to cover absences

Security Requestor – an agency employee authorized by the Security Contact Authorizer to submit HRMS Professional User Access Request forms or other security related requests.

- Follows the agency role approval process
- Verifies the accuracy and completeness of the HRMS Professional Access Request Forms
- Submits the HRMS Professional Access Request Forms to DOP Service Center

ESS Distribution – an agency employee authorized by the Security Contact Authorizer to receive the new Employee Self Service (ESS) userID and password information from DOP and distributes to agency employees.

- Distributes new ESS passwords to employees of the agency
- Authorized to request CipherLock installation CD

Recommendations:

- Two or more contacts for each category.
- Need agency name, agency 4 digit code, contact name, e-mail, phone

Agency	Agency Code	Contact Type	Name	E-mail	Phone
Dept of Personnel	1110	ESS Distribution			
Dept of Personnel	1110	ESS Distribution			
Dept of Personnel	1110	Security Requestor			
Dept of Personnel	1110	Security Requestor			
Dept of Personnel	1110	Security Contact Authorizer			
Dept of Personnel	1110	Security Contact Authorizer			